

Staff Stuff

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Page 1

REVISED POLICY FOR ANNUAL LEAVE ACCRUAL

The current policy on Annual Leave accrual rate states that employees may claim years of service from Alabama Two Year Colleges only, in regard to annual leave accrual. Effective September 1, 1993, this policy has been revised to include full-time service at any public education agency/institution in the State of Alabama in regard to annual leave accrual rate.

For employees who are eligible to earn annual leave, a years credit will be given for full-time service of any public education institution in Alabama. For this policy, a year is defined as nine months out of a twelve month period, ending August 31.

Employees who would like previous employment considered should submit a written request that their annual leave accrual rate be reviewed. Support documentation from their previous employer should accompany the letter. This request and documentation should be submitted to the President's Office.

Example: Employee A was employed at The University of Alabama for a period of September 1, 1980 to August 31, 1982. The employee should request a letter from The University documenting their employment status (full-time, part-time) and their period of employment. A cover memo from the employee requesting a review of their leave accrual rate should accompany the documentation.

After review, the employee will be notified of years service credit being given.

Highlights of the revised policy include:

1. Full-time service (for this policy) is defined as follows: administrative positions, 40 hours a week; faculty, 35 hours a week; support staff, 20 hours or more per week.
2. A years service is defined as nine months out of a twelve month period, with August 31 being the ending date of the academic year.
3. Partial years of service will not be granted.
4. This is a limited window of opportunity for current employees. All requests for consideration of accrual rate review must be submitted to the President's Office prior to September 1, 1993. No request from current employees may be considered after this date. Employees hired after September 1, 1993 have 30 days from their beginning date of employment to submit their request.

1-5 years service	1.00 day per month
6-10 years service	1.25 days per month
11-15 years service	1.50 days per month
16-20 years service	1.75 days per month
21-above	2.00 days per month

SUPPORT OUR TEAM!

The Shelton State Baseball Team is recognized as one of the top programs in the state. They play an exciting brand of baseball with a large number of players going on to major four year institutions.

Plan to support our team! Home games are played at the VA Hospital field.

SHELTON STATE BASEBALL SCHEDULE FOR MARCH

Date	Opponent	Site
March 11	Calhoun	There
March 13	Enterprise	Home
March 16	Triton College	Home
March 18	Northwest	Hamilton
March 20	Meredian	Home
March 23	Hanceville	There
March 24	Brewer	Home
March 25	Snead	Home
March 30	Jeff State	There

*all games start at 1:00.



MERGER APPROVED

WELCOME C. A. FREDD!

At their February meeting, the Alabama State Board of Education approved a resolution merging C. A. Fredd State Technical College with Shelton State Community College. Now that the merger is official, there is a tremendous amount of work to be accomplished in combining services offered by the college.

With the merger, there is only one two-year college in West Alabama - SHELTON STATE. Our college now has five campuses, Skyland, 15th Street, Fire College, Water Center and now the C. A. Fredd Campus. Efforts are underway to complete the merger process by Fall 1993 with the Fredd Campus operating under a semester calendar by September.

There is also a temporary hiring freeze in place until the number of positions on the Fredd Campus can be evaluated, to prevent duplication of services. There are currently two vacancies, one in the Library and in the Business Office, that will not be filled until the evaluation is

complete. Hopefully this can be done within two weeks.

Employees of the Fredd State Campus are to be given a tour of the other four campuses on Friday, March 5.

Dr. Tom Umphrey officially addressed the faculty and staff on the Fredd Campus last Friday, February 26, answering questions about the merger process. In addition, Dr. David Freeman has been assigned to the C. A. Fredd Campus to support their daily operations.

ARCHITECTURAL COMMITTEE

It was announced in last month's "STAFF STUFF" that the college was accepting proposals from architectural firms. Thirty-two proposals were submitted from firms across the country for consideration. The architectural selection committee is now charged with screening the proposals and selecting the top 3 to 5 firms to be invited for an interview. The proposals will be reviewed and the top companies selected by March 12 with the interviews conducted in late March. It is hoped an architect can be selected by early April.

If you would like to see the proposals, they are on display for your review in the Assistant to the President's Office on 15th Street.

The committee is comprised of Dr. Tom Umphrey, Dr. Ted Spring, Ms. Ruby Miller representing the Skyland Campus, Mr. Bill Langston representing the Fire College and Water Center, Mr. Steve Fair representing the 15th Street Campus, Mr. Bobby Wyatt representing the support staff and an employee yet to be named representing the C. A. Fredd Campus.

EMPLOYEE SCHOLARSHIP FORMS

The new and improved edition of the employee scholarship application form is now available. As was announced last month there are new guidelines regarding the tuition waiver. Should you need an application please contact the Assistant to the President's Office on the 15th Street Campus.

Please note that the scholarship is for tuition only, and that all fees are the responsibility of the employee.

PROFESSIONAL DEVELOPMENT WORKSHOP

Dr. Milady Murphy has agreed to conduct a workshop for support staff on "Stress Management and Wellness." The workshop will be offered at two times to allow employees a choice for their convenience.

There have been several requests for workshops on word-processing programs, like Wordperfect. Every person contacted said that most word processing programs are too time consuming and difficult to be taught in a short time period.

To address this need however, Dr. Spring has agreed to offer courses in wordprocessing through our regular class curriculum at "unique" times to allow employee participation. This course will be covered by the

employee scholarship program. If you are interested in seeing this course offered contact your Association President, Ronda Shirley. The amount of interest shown will determine if the course is to be offered. Please contact Ronda by March 31.

Also, more information will be distributed soon regarding Dr. Murphy's workshop when the time and dates are established.

WEDDING BELLS

PART I

JoAnne Fleming, Director of Distance Learning, and Bennie Ford, a member of the faculty, were married on February 14, 1993. Their vows were exchanged during a beautiful ceremony before family, friends and Shelton State colleagues. The wedding and reception was held at the Gorgas Home on the campus of The University of Alabama. Several Shelton State employees, including Dr. Tom Umphrey who gave the bride away, participated in the ceremony.

Best wishes to JoAnne and Ben!

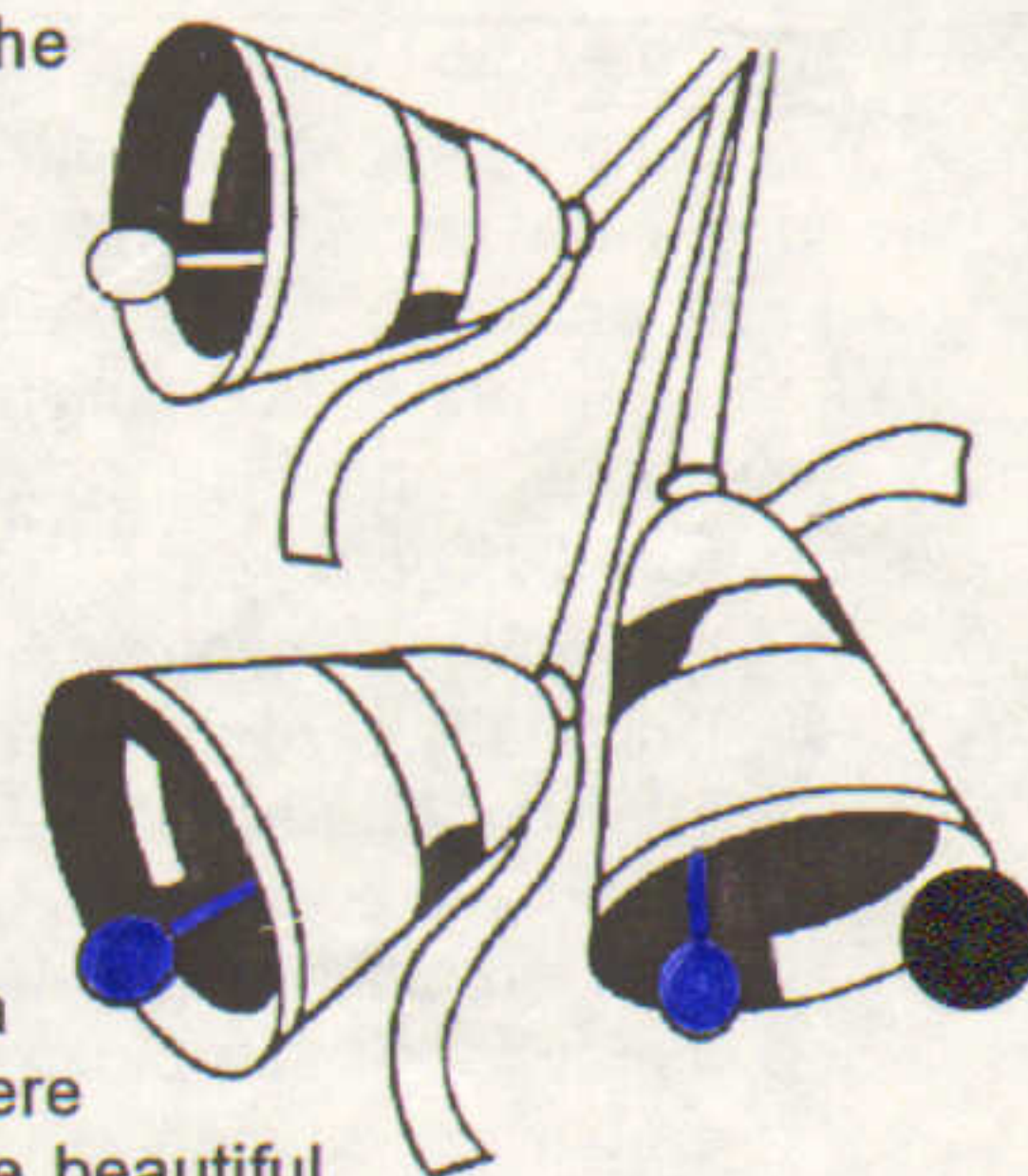
WEDDING BELLS

PART II

Shirley Burroughs, of the Business Office and Robert, Nix, Deputy Directory of the Alabama State Fire College, were married on March 5th, in the beautiful mountains of Gatlinburg Tennessee.

Robert and Shirley are honey-mooning on a Carnival Cruise ship in the Bahama's.

Congratulations to Robert and Shirley!



NEW ASSIGNMENT

Although there are no new employees to introduce this month, Debbie Hicks recently transferred from the Business Office to the Receptionist Position at the Alabama State Fire College. Best wishes to Debbie.

SPRING BREAK

Shelton State will be closed on Thursday, April 1st and Friday, April 2nd for the Spring Break.

Classes will be out from March 29th to April 5th.

Please remember that you will need to set you clocks ahead one hour on April 4th.

Have a safe and happy holiday!

